



# Meeting Minutes

**Executive Board  
Regular Meeting  
Wednesday, August 17, 2011  
6 PM**

**Yavapai County Administrative Bldg.  
1015 Fair Street  
Prescott, AZ 86305**

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## **BOARD MEMBERS IN ATTENDANCE**

Chairwoman	Mary Ann Suttles, Councilwoman, City of Prescott
Vice Chairwoman 6:05 PM)	Patty Lasker, Vice Mayor, Town of Prescott Valley (Arrived at
Secretary/Treasurer	Mark McBrady, Vice Mayor, Town of Dewey-Humboldt
Member	Carol Springer, Yavapai County Supervisor, District 1
Proxy Member	Mike Best, Councilman, Town of Chino Valley

## **BOARD MEMBERS NOT IN ATTENDANCE**

Member	William "Bill" Feldmeier, State Transportation Board
Member	Darryl Croft, Councilman, Town of Chino Valley

## **CYMPO STAFF IN ATTENDANCE**

Administrator	Chris Bridges
Program Coordinator	Jean Knight

## **ADDITIONAL ATTENDEES**

CWAG & WVCO	Ken Janecek
WVCO	Richard Clemmer
City of Prescott	Craig McConnell
Yavapai County	Phil Bourdon, Mike Willett
Town of Prescott Valley	Councilwoman Mary Mallory
Citizens	Linda Westbrook

### **1. CALL TO ORDER AND ROLL CALL**

Chairwoman Suttles called the meeting to order at 6 PM. Jean Knight, CYMPO Program Coordinator, performed roll call.

### **2. ANNOUNCEMENTS AND CYMPO UPDATES**

CYMPO Administrator Chris Bridges made the following announcements:

- The Town of Prescott Valley has tentatively scheduled a Ribbon Cutting for the Hwy 69 Multi-Use Path on Thursday, September 15, 2011 at 9 AM
- Tentatively, there will be a public meeting for the I17 to Fain Road Public meeting Wednesday, September 28, 2011, at the Town of Prescott Valley
- ADOT has sent out information brochures regarding the Cordes Junction Traffic Interchange Project

- CYMPO will be relocating their office from Prescott Valley to a Yavapai County building off of Prescott Lakes Parkway at the end of September or the first part of October

3. **CALL TO THE PUBLIC:** This item is to provide an opportunity for presentation of comments by the public on subjects *not on the agenda*. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes.

There were no public comments.

### **ACTION**

4. **APPROVAL OF MEETING MINUTES - Regular Meeting of July 20, 2011**

#### **MOTION**

Secretary/Treasurer McBrady presented a motion to approve the regular meeting minutes for July 20, 2011. The motion was seconded by Chairwoman Suttles.

#### **VOTE ON MOTION**

The vote on the motion was unanimous.

### **DISCUSSION/POSSIBLE ACTION**

5. **AMENDMENT ONE FY12-16 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)**

*Chris Bridges, CYMPO Administrator*

*(Task #3.0)*

Mr. Bridges related the following are the changes to the current M-TIP:

- 1) Fain Rd SR 69 – SR 89A – New – FY12 \$30 million
- 2) Safe Routes to School – Prescott Unified School District, Non-Infrastructure – FY12 \$111,936
- 3) Safe Routes to School – Humboldt Schools, Non-Infrastructure – FY12 \$28,211
- 4) Transit Sheet adjustments:
  - Delete all activity for FY11 and FY12 except the Chino Valley Transit
  - Add for FY12:
    1. Section 5310 - \$262,800 Total applications
    2. Section 5316 - \$131,100 Total applications
    3. Section 5317 - \$608,006 Total applications

In addition to Fain Road widening, the State Transportation Board approved the following:

- 1) SR 89A to Ruger Rd. –moved from FY13 to FY14, change from \$25 million to \$15 million
- 2) Ruger Rd to So. Chino Valley moved from FY13 to FY16 - \$10 million
- 3) White Spar Road – (Bikeway/Pathway enhancements) – moved from FY11 to FY12 and combined into one; increased from \$3.721 million to \$4.652 million

#### **MOTION**

Member Springer presented a motion to approve the FY12 -16 MTIP Amendment One as presented and forward to ADOT. The motion was seconded by Vice Chairwoman Lasker.

#### **VOTE ON MOTION**

The vote on the motion was unanimous.

**6. REQUEST FOR STATEMENT OF QUALIFICATIONS (RSOQ) – CYMPO REGIONAL TRANSPORTATION PLAN UPDATE – RECOMMENDATION OF FIRM**

*Chris Bridges, CYMPO Administrator*

*(Task #4.0)*

Mr. Bridges related that after interviews were held with the following firms, CYMPO staff tallied scores from the score sheets turned in by the committee members and presented the scoring totals to the M-TAC committee at their regularly scheduled meeting on August 4, 2011.

- Jacobs Engineering Group, Inc.
- AECOM
- HDR Engineering, Inc.

He indicated that once the Executive Board approved moving forward, negotiations would begin with Jacobs Engineering. If the negotiations are not successful; negotiations would begin with the next firm indicated on the ranking list. It is hopeful the contract will be presented at the September Board meeting.

Mr. Ken Jenecek made comments regarding doing this study in conjunction with City and Town general plan updates as well as updating the traffic modeling. Mr. Bridges explained this is a mini-study with the full study to be performed in two-years utilizing the local entities information. He also indicated sustainability and multimodal will be added. Copies of the draft final will be sent to local stakeholders.

Mr. Jenecek made additional comments.

Member Springer added that Mr. Bridges is involved with all of the local entities in the preparation of their general plans

Chairwoman Suttles related the City of Prescott is in mist of their general plan update and the duration would be at least 2-years.

**MOTION**

Member Springer presented a motion to begin contract negotiations with Jacobs Engineering Group, Inc. and if negotiations fail, to begin negotiations with the next highest ranked firm. The motion was seconded by Proxy Member Best.

**VOTE ON MOTION**

The vote on the motion was unanimous.

**DISCUSSION**

**7. FISCAL YEAR-END 2011 FINAL FINANCIAL UPDATE**

*Chris Bridges, CYMPO Administrator*

*(Task # 1)*

Mr. Bridges related the fiscal year-end 2011 of the operating expenses indicated a net savings of \$59,811. This was primarily due to Temp/Part-time salary reduction and Other Professional Services.

Chairwoman Suttles complemented staff for the savings.

**8. PROPOSED FUTURE AGENDA ITEMS**

*Chris Bridges, CYMPO Administrator*

*(Task #1.2)*

Mr. Bridges presented the following for the September meeting agenda:

- FHWA Representative Karla Petty to attend September Executive Board Meeting
- LRTP Professional Services Agreement
- New Lease Agreement between Yavapai County and CYMPO

**9. UPCOMING SCHEDULED MEETINGS**

- State Transportation Board Meeting, **Thursday, August 18, 2011**, Tusayan, AZ
- M-TAC Meeting: **Thursday, September 1, 2011, 8:00 AM**, Prescott City Hall, Council Chambers, 201 S. Cortez, Prescott, AZ  
(CYMPO Multimodal Technical Advisory Committee monthly meeting)
- T-TAC Meeting: **CANCELLED FOR: Thursday, September 8, 2011, 8:00 AM**, Prescott Valley Town Hall, Room 331, 7501 E. Civic Circle, Prescott Valley, AZ  
(CYMPO Transit Technical Advisory Committee monthly meeting)
- State Transportation Board Meeting: **Friday, September 16, 2011, 9:00 AM**, Benson, AZ
- Executive Board Meeting: **Wednesday, September 21, 2011, 6:00 PM**, Yavapai County Board of Supervisors' Room, 1015 Fair St., Prescott, AZ  
(CYMPO Executive Board Special meeting)

Mr. Bridges announced the M-TAC Meeting for September 1, 2011, has been cancelled.

**10. ADJOURNMENT**

The meeting adjourned at 6:28 pm.